Border Patrol Agent (Operational Mobility Announcement)

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

U.S. Border Patrol

Open & closing dates	Open	& cl	osing	dates
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① 02/12/2019 to 02/26/2019

Pay scale & grade

GS 5 - 12

Appointment type

Permanent

Locations

Many vacancies in the following locations:

Douglas, AZ

Tucson, AZ

Why, AZ

Boulevard, CA

Calexico, CA

San Diego, CA

Dania, FL

Bonners Ferry, ID

Lake Charles, LA

Service

Competitive

Salary

\$33,394 to \$95,388 per year

Work schedule

Full-Time

Baring, ME Fort Fairfield, ME Jackman, ME **Grand Marais, MN** International Falls, MN Malta, MT Plentywood, MT Scobey, MT Sunburst, MT Bottineau, ND Portal, ND Champlain, NY Massena, NY Ogdensburg, NY Brackettville, TX Eagle Pass, TX El Paso, TX Falfurrias, TX Fort Hancock, TX Marfa, TX Presidio, TX Sanderson, TX Beecher Falls, VT

Highgate Springs, VT

Newport, VT

Richford, VT

Oroville, WA

Spokane, WA

Relocation expenses reimbursed

Telework eligible

Yes A GSA VRP Lump Sum relocation benefit has been authorized.

No

This job is open to



Internal to an agency

Current federal employees of this agency.

Clarification from the agency

For details regarding who can apply for this Job Opportunity Announcement please see the Requirements section.

Announcement number

USBP-OM-10423804-JRB

Control number

524263400

Duties

Summary

Organizational Location: This position is located with the U.S. Border Patrol at various locations throughout the United States.

See Responsibilities for all available locations.

You may only receive consideration for up to **TWO (2) Stations**. If you wish to change locations after your initial application submission you will need to choose all of your locations again, changing even one location will override all previous location choices. You may not change location preferences after 02/26/2019.

Responsibilities

Listed below are the duty locations that may be filled under this announcement:

Agents may receive a GSA Lump Sum relocation payment, if their new station meets the "distance test." Please see Qualifications section for further details on this requirement.

Del Rio Sector

Brackettville Stn | Brackettville, TX

El Paso Sector

El Paso Stn | El Paso, TX Ft. Hancock Stn | Ft. Hancock, TX Ysleta Stn | El Paso, TX

Grand Forks Sector

Bottineau Stn | Bottineau, ND Grand Marais Stn | Grand Marais, MN International Falls Stn | Int'l Falls, MN

Houlton Sector

Calais Stn | Baring, ME Ft. Fairfield Stn | Ft. Fairfield, ME Jackman Stn | Jackman, ME

Miami Sector

Dania Beach Stn | Dania, FL

New Orleans Sector

Lake Charles Stn | Lake Charles, LA

San Diego Sector

Boulevard Stn | Boulevard, CA Imperial Beach Stn | San Diego, CA

Spokane Sector

Bonners Ferry Stn | Bonners Ferry, ID Oroville Stn | Oroville, WA Spokane Sector HQ | Spokane, WA

Swanton Sector

Beecher Falls Stn | Beecher Falls, VT Champlain Stn | Champlain, NY Massena Stn | Massena, NY Newport Stn | Newport, VT Ogdensburg Stn | Ogdensburg, NY Richford Stn | Richford, VT Swanton Stn | Highgate Springs, VT

Tucson Sector

Three Points Sub-Station | Tucson, AZ

If selected for a location listed below, you may also receive a relocation incentive payment. The following requirements apply:

- Agents new duty station must be at least 50 miles from their current station in order to be eligible;
- Agents <u>must relocate</u> to the new geographic location;
- Agents must have a rating of record that is at least fully successful or equivalent;
- Agents may also receive a GSA Lump Sum relocation payment, if their new station meets the "distance test."

A one-time relocation incentive payment of up to 25% of your annual basic pay, not to exceed \$12,800 for the following locations:

Big Bend Sector

Marfa Stn | Marfa, TX

El Centro Sector

Calexico Stn | Calexico, CA

Grand Forks Sector

Portal Stn | Portal, ND

Havre Sector

Malta Stn | Malta, MT Plentywood Stn | Plentywood, MT Scobey Stn | Scobey, MT Sweetgrass Stn | Sunburst, MT

Tucson Sector

Ajo Stn | Why, AZ Douglas Stn | Douglas, AZ

A one-time relocation incentive payment of up to 25% of your annual basic pay, not to exceed \$15,000 for the following locations:

Big Bend Sector:

Presidio Stn | Presidio, TX Sanderson Stn | Sanderson, TX

Del Rio Sector

Eagle Pass N. Stn | Eagle Pass, TX Eagle Pass S. Stn | Eagle Pass, TX

RGV Sector

Falfurrias Stn | Falfurrias, TX

Travel Required

Occasional travel - Overnight travel may be required on a regular and recurring basis.

12

Supervisory status

Promotion Potential

No

Job family (Series)

1896 Border Patrol Enforcement Series

(https://www.usajobs.gov//Search/?j=1896)

Requirements

Conditions Of Employment

Who May Apply:

Current 1896 GL-5, GL-7, GL-9, GS-11 & GS-12 Border Patrol Agents in the Bargaining Unit (Agents who are currently serving under a detail or an official temporary promotion which removes them from the bargaining unit & for which an SF-50 was issued, are **not eligible** for reassignment under this program) who also:

- Has a minimum of 3 years in service with the agency
- Is not the subject of:
 - Any pending Performance Improvement Plan (PIP);
 - Proposed action of suspension of 7 or more days or termination;
 - Any open investigation being conducted by OIG or an investigation being conducted by OPR for an allegation which, if sustained, the employee would typically receive a proposal of an adverse action (15 days or more);
 - A Last Change Agreement;
 - Three or more disciplinary actions or a single adverse action (15-day suspension or more) within the last 2 years.
- Has not received a funded relocation in the past 4 years.
- Has not received a reassignment (funded or non-funded) under the Operational Mobility Program in the past 4 years.
- Able to perform all the required duties of the Border Patrol Agent position description.
- Has passed their applicable probationary period.

Conditions of Employment:

- You must be a U.S. Citizen to apply for this position
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass a background investigation and/or polygraph
- You may be required to pass initial and random drug testing
- You must be able to meet job-related medical and/or fitness standards

Qualifications

You qualify for this position if you are currently serving as a Border Patrol Agent with U.S. Customs and Border Protection. This experience must demonstrate responsibility for applying a comprehensive range of Federal laws, rules, regulations and procedures aimed at preventing the illegal entry of aliens into the United States by land, water, or air. If

you are selected for this reassignment opportunity, you will be ineligible for a funded reassignment to a new duty location under the Operational Mobility or any other relocation program for a period of four calendar years after reporting to the new duty location.

Qualifications by Closing Date: You must meet all qualification requirements and eligibility requirements by 02/26/2019. Please note that qualification and eligibility claims will be subject to verification through a review of your application. This verification could occur at any stage of the application process. Falsification of your application will remove you from consideration and could subject you to disciplinary action.

Relocation Expenses and Lump Sum Payments: Agents relocating as a part of the Operational Mobility will receive the following lump sum amount, depending on their status. These lump sum payments are in lieu of any other relocation payments, the home buyout is not included under this relocation.

- \$8,950 for one-person households who do not own a home.
- \$16,850 for multiple person households who do not own a home.
- \$27,375 for one-person households who own a home.
- \$35,275 for multiple person households who own a home.

These lump sum amounts are before taxes. CBP will treat the entire lump sum as fully taxable and accordingly will use the flat rate method for withholding appropriate Federal Income Taxes, FICA and Medicare. All lump sum payments will be received through direct deposit.

Distance Test: (1) Effective August 2011, cost transfers are subject to the "distance test". The "distance test" is met when the new official station is at least 50 miles further from the employee's current residence than the old official station is from the same residence. For example, if the old official station is 15 miles from the current residence, then the new official station must be at least 65 miles from that same residence in order to receive relocation expenses for residence transactions. The distance test does not take into consideration the location of a new residence.

Agents who accept a job offer with a relocation incentive are required to sign a one-year service agreement in addition to the one-year relocation payment service agreement. Additionally, agents are ineligible for reassignment to a new duty location under this or any other relocation program for a period of 4 years as outlined in the Operational Mobility Agreement MOU. The service agreement for the relocation incentive, relocation service agreement, and the 4-year ineligibility period will all run concurrently; an additional year will not be added.

Relocation Information: To compare cost of living data, calculate mortgage scenarios or gather information on communities and school districts, please visit: **Relocation Essentials**

(http://www.relocationessentials.com/)

An employee will lose their Relocation Benefits if they begin any portion of their relocation prior to the receipt of the signed/approved Relocation Package (Form 334 [PCS] OR 334-1 [Lump sum], et. al; referred to below as the travel authorization) from the National Relocation Coordinator at the USBP/MROD office.

- §302-2.1 When may I begin my transfer or reassignment? You may begin your transfer or reassignment only after your agency has approved your travel authorization (TA) in writing (paper or electronic).
- §302-2.2 May I relocate to my new official station before I receive a written travel authorization (TA)? No, you must have the written TA (paper or electronic) before you relocate to your new official station.

Per the CBP-334c Form Employment Agreement for Relocating within the Continental United States (CONUS), Agents accepting the relocation offer are required to remain an employee of the agency at the new duty location for at least one full year from reporting date to that location or they will be required to repay the full lump sum payments to the agency with the following exceptions:

- Employee receives a promotion within CBP,
- Moves at the requirement of CBP,
- Qualifies for a relocation under the Spousal or Compassionate Transfer Program,

- Involuntary separation from CBP; or
- Moves back to the former duty location due to significant financial hardship due to the housing market.

Two CBP Employees: In a multiple person household where two people are CBP employees, only one lump sum amount will be paid. *Note: Station address is the physical address of the station not the official mailing address.*

Change in Residence: In order to receive the lump sum payment, agents must change residence from which they normally commute to work and meet all requirements outlined in the Federal Travel Regulations (FTR): Travel Regulations (FTR): Travel Regulations (https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr)

Official Residence: Official residence is defined as the residence address listed with the National Finance Center (NFC). It is the agent's responsibility to ensure that his/her official residence is correctly annotated in the NFC and updated as necessary. **Note:** Please be sure that your Application Manager Profile address is updated as well as your resume to reflect your physical address. PO Boxes will not be accepted as they are not permanent addresses.

Reporting Time: If you do not own a residence, you will have 45 calendar days from the date of formal acceptance to report to your new duty location. If you own a residence, you will have up to 90 calendar days from the date of formal acceptance to report to your new duty location.

Administrative Leave: A cumulative total of 40 hours will be authorized for pre/post move requirements to include finding a home.

No Cost Transfer: No cost transfers are transfers for which selected agents are not eligible for the GSA lump sum payment or the administrative leave outlined above. Management will make as many of these no cost transfers as determined to be consistent with operational needs. The procedures for selecting agents for no cost transfers will be the same procedures found in the evaluation section of this announcement.

Seniority Calculation: Applicants will self-certify their seniority date during the online application. Seniority dates are determined and adjusted based on qualifying service as a BPA. Any breaks in service must be utilized to recalculate your seniority date. Please use the date you Entered on Duty (EOD) with U.S. Border Patrol in the 1896 series. Seniority date is not the date of your last promotion. This date will be used to rank you with your peers. Note: Employees who misrepresent their Seniority Dates will be ineligible for relocation for four years.

Example: You were a Border Patrol Agent from 5/22/12 to 5/2/13 (11 months, 11 days). On 5/3/13, you took a position as a CBP Officer. You were reinstated as a Border Patrol Agent on 5/2/14. As of 5/2/14, your new seniority date would be calculated as 5/2/14 minus 11 months and 11 days. Your new seniority date would be 5/21/13. (When calculating your seniority date, separations are effective at midnight of the effective date. For each period of service, the day of the separation must be credited. This can be done by adding a date to each separation date, OR adding the number of separations to the days being subtracted from the appointment date).

Language Requirement: Must be proficient in the Spanish language (i.e. able to speak and read in Spanish).

Education

This job does not have an education qualification requirement.

Additional information

As a Border Patrol Agent, you will serve as a primary Law Enforcement Officer under 5 U.S.C. 8331 (6C) and 8412 (d) and be responsible for:

- Preventing the entry of terrorists and their weapons of terrorism.
- Enforcing the laws that protect America's homeland by the detection, interdiction & apprehension of those who attempt to illegally enter or smuggle any person or contraband across our Nation's sovereign borders.
- Selected agents will patrol the international boundary and coastal waterways and may use a variety of Government assets for the accomplishment of the USBP Mission. These assets include, but are not limited to: Vehicles, Horses, Vessels, Watercrafts, Off Road Vehicles, ATVs, Snowmobiles and Motorcycles.

This is a bargaining unit position.

Motor Vehicle Operation: You must have a valid automobile driver's license at the time of appointment.

Shift Work/Overtime: This position requires regular and recurring shift work. You must be willing and available to work rotating shifts. You may also be rotated between assignments and duty locations. You could be required to work overtime on a daily basis and will be compensated up to an additional 25% of your base pay in accordance with the Border Patrol Agent Pay Reform Act of 2014.

Uniforms: This position requires you to wear an officially-approved uniform while in duty status.

Security Clearance: You may be required to obtain a Secret or higher level clearance for this position.

Withdrawing from Consideration: You may withdraw from consideration for one or more locations by submitting a written request or email to the point of contact on this announcement no later than five calendar days from the closing date of the announcement.

Responding to an Offer: You will have 72 hours after confirmed receipt of an offer to either accept or decline. The formal confirmation offer will be sent electronically unless an applicant does not have an email address. (The 72 hours will start on the date and Human Resource Management receives time the read receipt message).

Acceptance of an Offer: Once you accept a relocation offer, you will be removed from further consideration under this announcement.

Declination of an Offer: If you decline at any time (regardless of any initial acceptance), or do not respond to a relocation offer within 72-hours of receipt of the offer, you will be removed from all relocation lists under this announcement.

Should an employee be selected/offered a position under the terms of the Operational Mobility MOU and decline the relocation, the employee will be barred from applying or being considered for relocations under the terms of Operational Mobility for a period of two-years. This will become effective from this point forward beginning with the second announcement of Operational Mobility Relocations of FY2018. The Agency will coordinate with NBPC regarding employees who are unable to respond to conditional offers in regards to the 72-hour response timeframe as per the MOU.

Removal of Relocation Lists / Rescinding an Acceptance of a Job Offer: If after accepting an offer and after the 72-hour decision time you decline the offer you will be removed from all lists and may not participate in the Operational Mobility until the next open period. Any funds received from CBP for that relocation must be repaid in full. *Note: Repayment of the GSA lump sum is arranged through the CBP National Finance Center, Travel Section. Payments can be made in installments.*

How You Will Be Evaluated

A series of questions will be used to determine your eligibility and qualifications. If you meet those qualifications, you will be referred to management for selection consideration. 50% of the vacancies at each location will be selected based on seniority. The remaining 50% of selections will be made from the remaining applicants.

To preview the job questionnaire, see https://apply.usastaffing.gov/ViewQuestionnaire/10423804 https://apply.usastaf

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

Meet all qualification requirements, including education if applicable to this position, subject to verification at any stage of the application process by 02/26/2019.

NOTE: To be eligible for reassignment under this announcement, candidates must meet all of the requirements throughout the selection & reassignment process. It is your responsibility to notify us of any changes.

If you are promoted above the journeyman level Border Patrol Agent GS-12 grade level at any time between 02/12/2019 and 02/26/2019, or before the established Enter on Duty (EOD) date, or you make any other changes to your career ladder that cause you to no longer meet the eligibility requirements for this program, you will lose consideration for this reassignment opportunity.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

Agency Career Transition Assistance Program (CTAP) Eligibles: If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility can be found here. To be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about **E**-(http://www.uscis.gov/e-verify)

Verify

(http://www.uscis.gov/e-verify)

including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. Learn more https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)

Follow U.S. Customs and Border Protection on Twitter @CustomsBorder (https://twitter.com/#!/customsborder)

Background checks and security clearance

Security clearance

Drug test required

Secre

(https://www.usajobs.gov//Help/faq/job-announcement/security-clearances/)

Yes

Required Documents

• Your resume: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: P.O. Boxes will not be accepted as they are not a permanent physical address. To ensure all your experience is considered, the U.S. Border Patrol strongly suggests resumes should describe your experiences and accomplishments, assignment dates, duty locations, your current supervisor's contact information and specify whether you have performed duties in investigations, intelligence, or have worked in sector-level or national programs (e.g., horse patrol, BORSTAR, BORTAC, peer support, chaplaincy, canine, etc.), or been assigned to the U.S. Border Patrol Academy, and/or Sector or USBP Headquarters. Include leadership or specialized training and college level courses completed. Resumes should also specify each supervisory position held (clearly listing SBPA, FOS, SOS, WC, DPAIC, PAIC, ACPA, XO, DC, DCPA or CPA). Additionally, include all temporary promotions listing the grade, position, location, and period of time held; temporary details or special assignments held 30 days or more (assignment, location, and period of time); and any prior military or other specialized experience outside of USBP that is relevant to law enforcement work. NOTE:

Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.

- Your responses to the job questionnaire: https://apply.usastaffing.gov/ViewQuestionnaire/10423804
 (https://apply.usastaffing.gov/ViewQuestionnaire/10423804
- SF-50 (Notification of Personnel Action): Current CBP Employees are not required to submit SF-50s, but are highly encouraged to do so.
- Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)? You must submit a separation notice; your most recent SF-50 (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- Veterans' preference points are not applicable to Operational Mobility Program announcements.
- Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee? Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
 - Position title
 - Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee)
 - Beginning and ending dates of appointment

Benefits

https://www.dhs.gov/homeland-security-careers/benefits

How to Apply

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under the appropriate Document Type. If your Document Type is not listed, upload as "Other."

You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information visit this link (https://www.dhs.gov/homeland-security-careers/benefits)

. Disabled veteran leave

(https://www.opm.gov/news/releases/2016/08/newly-established-leave-policy-gives-disabled-veterans-more-time-to-address-medical-issues-1/) will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

To begin your online application, click "Apply Online" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below

for additional information. All application materials must be in English.

If you are unable to apply online or need to submit a document you do not have in electronic form, visit this link (https://help.usastaffing.gov/Apply/index.php?title=Alternate Application Information) for more information regarding an Alternate Application process.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on 02/26/2019.

It is your responsibility to verify that any information entered or uploaded is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload it by the closing date.

Agency contact information



Operational Mobility

Phone

952-857-2932 (tel:952-857-2932)

Email

CBPHiringOperationalMobility@cbp.dhs.gov (mailto:CBPHiringOperationalMobility@cbp.dhs.gov)

Learn more about this agency (#agency-modal-trigger)

Address

United States Border Patrol CBP Hiring Center 5600 American Boulevard Suite 700 Bloomington, MN 55437 US

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career with U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws.
- Screen passengers, vehicles, and shipments entering our country.
- Seize illegal narcotics, vehicles, and agricultural products.
- Prevent unauthorized entry into the country.
- Rescue individuals who fall into dangerous conditions traversing our border.

For more information about CBP's mission, activities, and careers see www.cbp.gov

(http://www.cbp.gov/)

THIS IS A VOLUNTARY REASSIGNMENT OPPORTUNITY WHICH WILL ONLY BE USED TO SOLICIT APPLICATIONS FROM CURRENT GL/GS-1896, BORDER PATROL AGENTS INTERESTED IN A LATERAL REASSIGNMENT (NO CHANGE TO LOWER GRADES WILL BE ACCEPTED).

Visit our careers page

Learn more about what it's like to work at Customs and Border Protection, what the agency does, and about the types of careers this agency offers.

http://www.cbp.gov/ (http://www.cbp.gov)

Next steps

The open period for this Operational Mobility announcement may be extended to allow for a sufficient applicant pool.

Once this announcement has closed, you will be notified via email of changes to your application status by signing up for automatic email alerts with your <u>USAJOBS</u> (https://www.usajobs.gov/Applicant/ProfileDashboard/Home)

account. If you are referred, you will receive a final notification of the disposition of the announcement.

Additional selections may be made beyond the total number of vacancies specified using this vacancy announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

 <u>Equal Employment Opportunity (EEO) for federal employees & job applicants</u> (http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- <u>Disability Employment Reasonable Accommodations</u>
 (https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
- How to contact an agency (https://www.usajobs.gov//Help/how-to/application/agency/contact/).

Legal and regulatory guidance

Financial suitability

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

Privacy Act

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

Selective Service

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

Social security number request

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

Signature & False statements

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

New employee probationary period

(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)